

ONLINE SUBMISSION SYSTEM FOR LOCAL GOVERNMENT ENTITIES

Emily Britton

Government Relations Assistant

Local Government Division



Office of the
Utah State Auditor

reporting.auditor.utah.gov

- The Online Submission System is the **ONLY** method for local government entities to submit their required financial reports.
- **Mailing** reports (except financial certifications) is no longer valid for report submissions.
- Emailing reports to **sao@utah.gov** is no longer valid for report submissions.



Reporting Requirements

May 2014

Office of the Utah State Auditor

Total Annual Revenues or Expenditures: Greater than \$1,000,000

	FY/CY2012 or earlier	FY/CY2013	FY/CY2014 or after
Budget	Yes	Yes	Yes
Audited Financial Statement	Yes	Yes	Yes
Financial Certification	No	Yes	Yes
Transparency Website Submission	Yes	Yes	Yes***
Schedule of Expenditure of State Awards (if applicable)	No	Yes	Yes
Impact Fee Report (if applicable)	Yes	Yes	Yes
UT-Form	Yes	Yes	No***

Total Annual Revenues or Expenditures: Greater than \$1,000,000

	FY/CY2012 or earlier	FY/CY2013	FY/CY2014 or after
Budget	Yes	Yes	Yes
Audited Financial Statement	Yes	Yes	Yes
Financial Certification	No	Yes	Yes
Transparency Website Submission	Yes	Yes	Yes***
Schedule of Expenditure of State Awards (if applicable)	No	Yes	Yes
Impact Fee Report (if applicable)	Yes	Yes	Yes
UT-Form	Yes	Yes	No***

*A UT-Form is required if the entity submits audited Financial Statements instead of completing the Financial Survey found on reporting.auditor.utah.gov via Option 3.

**Beginning in FY/CY2014, instead of submitting a UT census form, local governments with annual revenues or expenditures between \$500,000 and \$1,000,000 will need to map the line items on their balance sheets and income statements from their audited financial statements to the Uniform Chart of Accounts and submit them to the Office of the Utah State Auditor via the Trial Balance Form.

***Beginning in FY/CY2014, instead of submitting a UT census form, local governments with annual revenues or expenditures greater than \$1,000,000 will map their chart of accounts to the OSA's Uniform Chart of Accounts and report their detailed revenues and expenditures, along with the Uniform Chart of Account Number, to the transparency website, transparent.utah.gov. These local governments will also be required to submit their balance sheet information mapped to the Uniform Chart of Accounts to the transparency website within six months of the end of their fiscal year.



Online Submission System

This webpage is for local government officials to submit their required financial reporting documents to the Office of the Utah State Auditor.

To access audit reports and reports from Local Government entities go to auditor.utah.gov and visit the [Accountability link](#).

Please note this site is still undergoing improvements. If you have trouble with the site or if you need assistance please [contact](#) our office.

Please select from the following options:

- 1 [Upload a budget, financial statement, impact fee, or other document.](#) - Please note that a budget certification form is no longer required to be submitted with the annual budget.
- 2 [Prepare an online financial survey.](#)
- 3 [Finish a previously started financial report or survey.](#)
- 4 [Resend a request to certify the financial report electronically.](#)
- 5 [Verify your financial statement certification has been received.](#)

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[Update your entity's contact information.](#)

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Please Log In

Use a local account to log in.

User
name

elockhart

Password

☐ Remember me?

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[Register](#) if you don't have an account.[Forgot Your Password?](#)ments to the Office of the Utah State Auditor. To access audit reports and reports from Local Government entities go to [auditor.utah.gov](#) and visit the[Terms of Use](#) | [Utah.gov Privacy Policy](#) | [Utah.gov Accessibility Policy](#) | [Translate Utah.gov](#)

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If you don't have a username and password then you will need to click **Register** and create one.



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Please select from the following options:

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- 1

1

[Upload a budget, financial statement, impact fee, or other document.](#)
- h the annual budget.
- 2
- 3
- 4

[Resend a request to certify the financial report electronically.](#)
- 5

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Upload Documents

Upload Documents

Select your type of government:

- ☐ AOG
- ☐ City
- ☐ Conservation Districts
- ☐ County
- ☐ District Health
- ☐ Housing
- ☐ Interlocal
- ☐ Local and Special Service District
- ☐ Mental Health
- ☐ Military Installation Development Authority
- ☐ Non Profits
- ☐ Planning and Development Agency / Project Areas
- ☐ School Districts & Charter Schools
- ☐ Town





Upload Documents

Select your type of government:

- ☐ AG
- ☐ Cit
- ☐ Co
- ☐ Co

Please select your local government from the drop down list:

Select the fiscal year:

Select the Type of document you are uploading:

Please note that a budget certification form is no longer

[Next](#)

- Neighborhood Planning Department
- Neighborworks Salt Lake
- New Frontiers For Families
- New Hope Crisis Center
- New Horizons Crisis Center
- North Eastern Services, Inc.
- Odyssey House, Inc.
- Office of the Utah State Auditor**
- Ogden-Weber Community Action Partnership, Inc.
- Ogden/ Weber Convention Visitors Bureau
- Options for Independence
- Park City Area Chamber of Commerce-Convention and Visitors Bureau, Inc.
- Park City Summit County Arts Council
- Phoenix Services, Inc.
- Planned Parenthood Association of Utah
- Prevent Child Abuse Utah
- Project Read
- Project Reality
- Quality Support Solutions, Inc.
- R.I.T.E.S., Inc.
- Red Rock Center for Independence




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☐ Conservation Districts

☐ District Health

☐ Housing

☐ Interlocal

☐ Mental Health

☐ Military Installation Development Authority

☒ Non Profits

☐ Redevelopment Agency / Project Areas

☐ School Districts & Charter Schools

☐ Town

Please select your local government from the drop down list:

Office of the Utah State Auditor

Select the fiscal year:

2004

2005

2006

2007

2008

2009

2010

2011

2012

2013

2014

2015

Select the Type of document you are uploading:


Please note that a budget certification form is no longer submitted with the annual budget.

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Upload Documents

Select your type of government:

☐ AOG

☐ District Health

☐ Mental Health

☐ Redevelopment Agency / Project Areas

☐ City

☐ Home

☐ Schools

☐ Conservation Districts

☐ Local Government

☐ County

☐ Other

Please select your local government:

Select the fiscal year:

Select the Type of document you want to upload:

Please note that a budget certificate is required for the following document types:

Agreed Upon Procedures

Approved Budget

Financial Certification

Financial Statements

Impact Fees

Other


Schedule of Expenditure of State Awards (SESA)


UT Census Form

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Upload Documents

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Select your type of government:

☐ AOG☐ District Health☐ Mental Health☐ Redevelopment Agency / Project Areas

☐ City☐ Housing☐ Military Installation Development Authority☐ School Districts & Charter Schools

☐ Conservation Districts☐ Interlocal☒ Non Profits☐ Town

☐ County☐ Local and Special Service District

Please select your local government from the drop down list:

Select the fiscal year:

Select the Type of document you are uploading:

Please note that a budget certification form is no longer required to be submitted with the annual budget.

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Office of the Utah State Auditor

Office of the Utah State Auditor - 2015 - Financial Statements

Please select the file to upload. Files must be less than 25 megabytes in size.

No file chosen

Submitted by:

Position:

Phone number:

Email:

☐ Yes ☐ No ☐ N/A

☐ Yes ☐ No ☐ N/A

ate Utah.gov


Each submission type will have a series of questions that you should answer.

Each submission type will only accept **ONE** file. Do not break up your budgets, financial statements, etc. into multiple files.



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Office of the Utah State Auditor - 2015 - Financial Statements

Please select the file to upload. Files must be less that 25 megabytes in size.

[Choose File](#) OSA 2015 F...ents.docx

☐ Yes ☐ No ☒ N/A


☐ Yes ☐ No ☒ N/A

Submitted by:

Position:


Phone number:

Email:


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Certify Financial Statements

Office of the Utah State Auditor - Financial Statements - 2015

Please note:

Utah State Code 11-50-201 requires both the chief administrative officer and the chief financial officer to certify the annual financial report.

You may download and fill out the required certification form or click the "Certify by Paper" button.

Certify by Email

Certify by Paper

Entity Letterhead

Certification of Annual Financial Report

Under penalty of perjury, I, [officer's names] certify that the annual financial report of [political subdivision] for the year ended [date] fairly presents in all material respects the financial condition and results of operation of [political subdivision].

Signature: _____
Chief Administrative Officer

Signature: _____
Chief Financial Officer

Notes:

- This certification is to be submitted with the annual financial report to the Office of the Utah State Auditor.
- Utah Code 11-50-202 designates the **chief administrative officer** as the individual appointed as the chief administrative officer of the political subdivision in accordance with statute, or if a chief administrative officer is not appointed in accordance with statute, the individual designated as the chief administrative officer by the governing body of the political subdivision. In designating a chief administrative officer, the governing body shall designate the individual who holds a managerial or similar position to perform administrative duties or functions for the political subdivision.
- Utah Code 11-50-202 designates the **chief financial officer** as the individual appointed as the chief financial officer of the political subdivision in accordance with statute, or if a chief financial officer is not appointed in accordance with statute, the individual designated as the chief financial officer by the governing body of the political subdivision. In designating a chief financial officer, the governing body shall designate the individual who has primary responsibility for preparing the annual financial report.





Financial Survey

Office of the Utah State Auditor - Financial Statements - 2015

To certify through email please indicate below which individuals have the Chief Financial Officer and Chief Administrative Officer roles and click the "Certify by Email" button.

Please review the contact information below and make changes as needed.

Add a New Contact

Name

Position

Role

Email

Phone

List of Entity Contacts

	Name	Position	Role	Email	Phone
Edit Delete	Emily Lockhart	Gov. Relations Asst.	Chief Administrative Officer ▼	ebritton@utah.gov	801-538-1364
Edit Delete	Scott Parke	Auditor	Chief Financial Officer ▼	sparke@utah.gov	801-538-1025
Certify by Email					



List of Entity Contacts

[Update](#) [Cancel](#)

[Edit](#) [Delete](#)

[Certify by Email](#)

Name

Emily

Position

Gov. Relations Asst.

Role

Chief Administrative Officer ▼

Email

ebritton@utah.gov

Phone

801-538-1364

Scott Parke

Auditor

Chief Financial Officer ▼

sparke@utah.gov

801-538-1025




List of Entity Contacts

	Name	Position	Role	Email	Phone
Edit Delete	Emily Britton	Gov. Relations Asst.	Chief Administrative Officer ▼	ebritton@utah.gov	801-538-1364
Edit Delete	Scott Parke	Audit Supervisor	Chief Financial Officer ▼	sparke@utah.gov	801-538-1025
Edit Delete	Ryan Roberts	Audit Supervisor	▼	ryanroberts@utah.gov	801-538-1721
Edit Delete	Patricia Nelson	Audit Supervisor	▼	patricianelson@utah.gov	801-538-1334
Edit Delete	Van Christensen	Local Government Director	▼	vchristensen@utah.gov	801-538-3194

[Certify by Email](#)



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Financial Survey

Thank You

Confirmation Number: 59137

Your submission has been received and will be reviewed by our office within 7 - 10 business days. If you chose to certify by paper please [download and complete the certification form](#) . If you have any questions, please contact us at [\(801\) 224-3000](#) .

[Return to home page.](#) 

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Request to certify annual financial report

Inbox x

sao@utah.gov
to me

4:53 PM (14 minutes ago) ☆

Sao SA
sao@utah.gov

Show details



OFFICE OF THE
UTAH STATE AUDITOR

Emily Britton,

You have been requested to certify the annual financial report for Office of the Utah State Auditor for the year ended 2015. Please click the link below

<http://reporting.auditor.utah.gov/Certify/CertifyReport.aspx?ESID=59137&ECID=15122>

If clicking on the link does not work, please copy and paste it into the url section of your browser. If you have any questions or trouble viewing the

Thank you!

9% full
Using 2.77 GB of your 30 GB


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Please review the report below:

[View Report](#)

By typing your name exactly as it is shown below you are electronically signing that the following statement is correct:


Under penalty of perjury, I, Emily Britton, certify that the annual financial report of Office of the Utah State Auditor for the year ended 2015 faithfully represents the results of operations of Office of the Utah State Auditor.

Signed Emily Britton, Chief Administrative Officer


Type your signature

[Certify](#)



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Please review the report below:

View Report

By the Utah State Auditor

Under the provisions of the Utah State Auditor's Act, the Auditor for the year ended 2015 fairly presents in all material respects the financial condition and results of operations of Office of the Utah State Auditor.

Signed Emily Britton, Chief Administrative Officer

Type your signature

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Verify Certifications

Select your type of government:

- ☐ Association of Governments
- ☐ Conservation District
- ☐ County
- ☐ District and Mental Health
- ☐ Housing Agency
- ☐ Interlocal
- ☐ Local and Special Service District
- ☐ Municipality
- ☒ Non Profits
- ☐ Other
- ☐ Redevelopment Agency
- ☐ School Districts & Charter Schools

Select your type of government:

- ☐ Association of Governments
- ☐ Conservation District
- ☐ County
- ☐ District and Mental Health
- ☐ Housing Agency
- ☐ Interlocal
- ☐ Local and Special Service District
- ☐ Municipality
- ☒ Non Profits
- ☐ Other
- ☐ Redevelopment Agency
- ☐ School Districts & Charter Schools

Select the Entity and Year below, then click "Search."

Entity

Year

Certified By	Position	Date
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Emily Britton	Gov. Relations Asst.	5/2/2014
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1 Upload a budget, financial statement, impact fee, or other document.

2 Prepare an online financial survey.

3 Finish a previously started financial report or survey.

to be submitted with the annual budget.

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SUBMISSION PROCESS OVERVIEW



Questions?

- Emily Britton
 - Government Relations Assistant
 - 801-538-1364
 - ebritton@utah.gov

